

Local Chapter Advisers' Responsibilities

1. Advise and guide—do not dictate.
2. Positively assume that chapter activities will be successful. Know that chapter activities are strong teaching/learning tools. Show enthusiasm!
3. Establish basic ground rules and high expectations that help students lead themselves.
4. Be knowledgeable about FBLA—goals, purpose, structure, constitution and bylaws.
5. Provide leadership development experiences for all members.
6. Assist students in developing a meaningful program of work and a calendar of events.
7. Remember that chapter activities are student centered activities and not teacher centered.
8. Submit membership dues promptly at the beginning of the year to assure full service for members.
9. Provide training for chapter officers and committee chairpersons.
10. Oversee the keeping of records and financing of activities.
11. Assist in setting up chapter files and a library of chapter materials.
12. Keep school administration, local businesses, community, parents, teachers, school staff and media people informed of chapter activities.
13. Establish a link between the school program and business community.
14. Encourage members to participate in all levels of FBLA.
15. Recognize outstanding members.
16. Keep chapter members informed of FBLA activities at the regional, state and national levels.
17. Be committed to each student, welcome the diversity and be a positive role model in actions and deeds.
18. Be knowledgeable of educational initiatives and how FBLA “fits” the needs and opportunities provided by those initiatives. Communicate this information to appropriate individuals and groups.
19. Enjoy your role of mentor. You are providing opportunities for students to develop strong self images in becoming active, positive citizens.
20. Congratulate yourself!